

~~CONFIDENTIAL~~

Report for Week Ending 1 August 1956
from
RECORDS DISPOSITION BRANCH

Project 6-11 - Office of Personnel [REDACTED]

25X1A9a

Coordination activities have been completed on proposed schedules for the Office. Final copies are now being typed and will be presented to the Director of Personnel for approval. The attached office memorandum has been issued in the Office of Personnel and will greatly support the Records Disposition Schedule being prepared. Project is 80% complete.

Unnumbered Project - Management Staff [REDACTED]

25X1A9a

Three cubic feet of records have been retired and approximately 1 cubic foot of non-record material has been screened and can be destroyed immediately. It is estimated that another cubic foot of records can be retired after screening of the Staff Subject File. An inventory of record holding of the O&M Staff will be conducted during the coming week. Project is 30% complete.

Project 6-26 - Medical [REDACTED]

25X1A9a

Integration of the psychiatric files was completed during my absence. The Medical Staff now has under consideration a move to combine several series of files into one file series and to convert from an alphabetical filing system to a numerical system. This plan was recommended to the Medical Staff in 1954 when our initial records survey was made. Such a move will provide a central control point for medical files. Project is 80% complete.

General Information

25X1A9a

Met with Mr. [REDACTED] of NED/SI who wished someone from Management to analyze a workload problem in his division. It appears that the situation may be the result of a manpower shortage. Therefore, the matter will be discussed with the O&M Staff

[REDACTED]
25X1A9a

~~CONFIDENTIAL~~